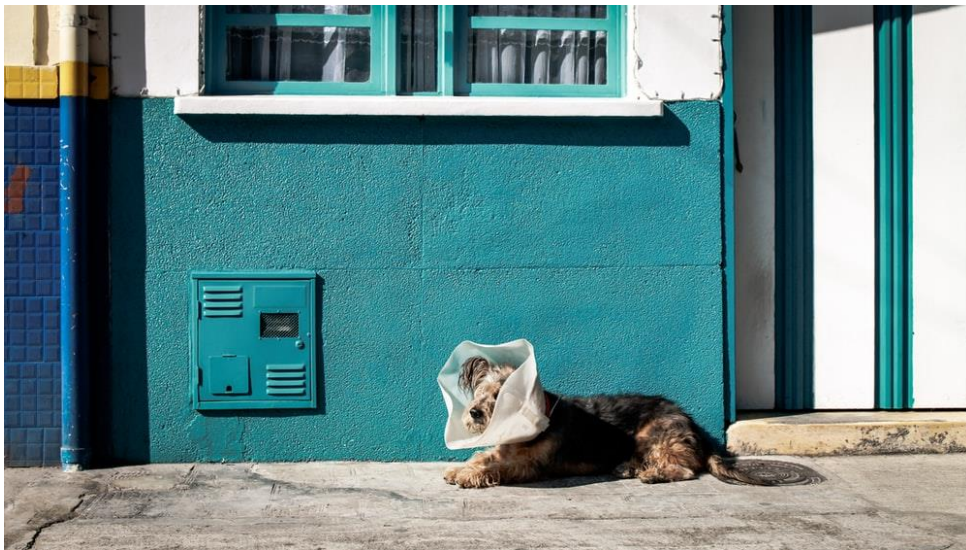

Oklahoma Veterinary Medical Association

Veterinary Assistant Certification Exam



Test Blueprint and Practice Questions



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Oklahoma Veterinary Medical Association

The Oklahoma Veterinary Medical Association (OVMA) is a professional trade organization for veterinarians. The association was formed in 1907 and incorporated in 1934.

The membership of the association is composed of more than 1,000 individual Oklahoma veterinarians, Oklahoma State University Center for Veterinary Health Sciences faculty, veterinary students, out-of-state veterinarians, and allied members. Member veterinarians enjoy many benefits of belonging to the OVMA. They are bound to the common goals of animal welfare and professionalism. Every year, each veterinarian licensed in Oklahoma must obtain 20 hours of continuing education to maintain his or her license to practice veterinary medicine in Oklahoma. The OVMA is a source for their education. For more information, please visit www.okvma.org.



Assessment Information and Blueprint

A veterinary assistant's main responsibilities are to take care of animals in a veterinary clinic, zoo, animal shelter or other facility involving animal care. The assistant will follow orders given by a veterinarian or veterinary technician involving surgical and nursing care, medication administration, routine laboratory procedures and other elements of basic animal care. Responsibilities may also include assisting in maintaining kennels, examining rooms, and operating rooms.

Approval Process for Candidates

Once the candidate has completed all the necessary training requirements outlined by the OVMA, the candidate will apply directly to the OVMA and pay the required fees. Please see the OVMA website for specific information regarding the application deadlines and training requirements at www.okvma.org. Once the application materials have been reviewed, the candidate will be provided with the necessary documentation needed to test. The candidate will then be able to test in one of the 50 technology center test sites available through the CareerTech Testing Center which is a division of the Oklahoma Department of Career and Technology Education.

Application Deadlines for Certification

December 1 st	–	January Test Window
April 1 st	–	May Test Window
May 1 st	–	June Test Window



Test Registration

The candidate will need to contact an authorized CareerTech Testing Center test site to schedule an exam session. Since the testing fee is included with the application fees, the candidate will not need to pay a separate fee to the test site. A list of testing centers and their contact information can be found at the Health and Professional Certification Project website at www.okhcp.com under the Veterinary Assistant section tab. Candidates will be required to present the following the day of testing:

1. Documentation from OVMA authorizing the candidate to test
2. Current, valid photo ID issued by a government entity within the U.S.

Exam Testing Windows

January 2 – 31

May 1 – 31

June 1 – 30

Notification of Results

Candidate results are available immediately upon completion of the exam. A score report will be provided to the candidate by the test site and the result uploaded to the OVMA.

Retake Policy

Candidates who do not pass the written examination may retest during the designated testing window. The candidate must reapply for one retake session if the candidate was not successful on the first attempt.



Written Assessment Blueprint – 55 Questions total, 1 hour time limit

Objective	Number of Questions	Overall Percentage of Exam
Assist with Veterinary Office and Hospital Administration	7	13%
Large and Small Animal Medicine	4	7%
Large and Small Animal Nursing	7	13%
Laboratory Procedures	6	11%
Radiology/Ultrasound Procedural Assistance	4	7%
Surgical Prep and Procedural Assistance	4	7%
Maintain Hospital Orderliness and Sanitation	10	18%
Pharmacology Principles	8	15%
Legal, Ethical, and Safety Issues	5	9%

The OVMA has set a minimum requirement of 68% to pass the certification exam.

Certification Development Process

Items were developed and reviewed by a committee of subject matter experts coordinated by the CareerTech Testing Center. The committee assigned frequency and criticality ratings to each skill, which determines the significance of each task for test development:

Frequency: represents how often the task is performed on the job. The rating scale used in this publication is presented below:

1 = less than once a week 2 = at least once a week 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

1 = slight 2 = moderate 3 = extreme



Test Standards

The objectives listed below are the knowledge and skills evaluated on the certification assessment. The main objectives provide the breakdown of the key areas covered on the assessment and will provide the outline of the score report received by the candidate upon completion of testing.

Objectives

1. Veterinary Office and Hospital Administration

- Answer and direct phone calls (3/3)
- Schedule appointments (3/3)
- Admit patients (3/3)
- Discharge patients (2.5/2.5)
- Use basic bookkeeping skills (3/3)
 - Accept payment for service
 - Demonstrate front office skills
 - Make change
- Use keyboarding and computer skills (3/3)
- Assist with inventory control (2/2)
 - Restock shelves
 - Identify ordering needs
- Effective client communication skills (2.5/2.5)
 - Written and oral communication
 - Client education
- Maintain courteous and responsive attitude (3/3)
 - Client grief
 - Human-animal bond

-
- Common legal and professional ethical issues (2.5/3)
 - Recognize and respond to veterinary emergencies (2/3)
 - Basic veterinary medical record keeping procedures (3/3)
 - File and retrieve medical records
 - Recognize certificates and forms used for specific tasks
 - Update information
 - Veterinary terminology (2.5/2.5)
 - Veterinary health care team responsibilities (2.5/3)
- 2. Large and Small Animal Medicine**
- Identify common species and breeds (2.5/2)
 - Breed predisposition
 - Normal vs. abnormal behavior
 - Reproduction considerations
 - Common diseases (2/2)
 - Common parasites (2.5/2.5)
 - Diet and nutrition (2/2)
 - Routine preventative care (2.5/2)
- 3. Large and Small Animal Nursing**
- Collect and record patient data (3/3)
 - Perform basic procedures (2.5/3)
 - Determine and record vitals and weight
 - Trim nails
 - Identify presence of external parasites
 - Obtain fecal samples using a fecal loop
 - Express anal glands
 - Human and animal First Aid/CPR (2/3)
 - Patient handling techniques (restraint & transport) (3/3)
 - Medical supplies for basic procedures (3/2.5)
 - Perform routine procedures (3/2.5)
 - Therapeutic bathing
 - Basic grooming
 - Dipping of small animals
 - Clean ears and understand ear anatomy/appearance (3/2.5)

-
- Monitor/restrain patients for fluid therapy (2/3)
4. Laboratory Procedures
- Collect voided urine samples (1.5/2)
 - Basic urinalysis (1.5/1.5)
 - Determine physical properties (color/clarity)
 - Test chemical properties using a dipstick
 - Restrain for the collection of blood samples (3/3)
 - Assist with basic hematological procedures (2.5/2.5)
 - Perform pcv tests
 - Determine total solids (refractometer)
 - Perform parasitological procedures (3/3)
 - Collect samples
 - Recognize parasitic oocysts
 - Prepare solutions and set up fecal flotations
 - Assist in necropsy procedures (1.5/2)
 - Procedures for rabies suspects and samples
 - Set up necropsies
 - Perform laboratory record keeping (3/3)
 - Accurately record lab results
 - Stock lab supplies
 - File lab reports
 - Prepare samples for mailing/sending to outside labs
 - Maintain laboratory log books
 - Use of microscope (3/3)
 - Identify components
 - Perform proper maintenance
5. Radiology/Ultrasound Procedures
- Radiology and safety procedures including PPE (2/2)
 - Technique chart (2/3)
 - Assist in the preparation and positioning of large and small animal patients for diagnostic imaging (2/3)
 - Use calipers to measure patients for radiographs

-
- Process diagnostic radiographs (2/2.5)
 - Use hand processing in darkroom
 - Use automatic processing
 - Label, file, and store film
 - Properly care for equipment (2.5/2.5)
 - Clean screens
 - Perform quality control maintenance
 - Understand purpose of an x-ray log (2/3)
- 6. Surgical Preparation and Procedures**
- Assist in performing surgical preparations (3/3)
 - Use of surgical equipment/ supplies
 - Functions of common instruments
 - Sterilize instruments and supplies
 - Suture materials, types, and sizes
 - Prepare gowns, masks, gloves, and drapes
 - Preparation of surgical sites using aseptic techniques
 - Operate and maintain autoclaves
 - Provide operating room sanitation and care
 - Position patients
 - Maintain proper operating room conduct and asepsis (3/3)
 - Perform post-surgical clean up
 - Proper disposal of hazardous medical wastes
 - Understand surgery and anesthesia logs (2/2.5)
 - Assist in monitoring surgical patient (2/2.5)
 - Respiratory
 - Cardiac
 - Body temperature
 - Mucous membranes
- 7. Maintain Hospital Orderliness and Sanitation**
- Clean and disinfect areas (cages, tubs, stalls, etc.) (3/3)
 - Wash and disinfect laundry (3/3)
 - Sweep and mop floor (3/3)

-
- Dispose of animal waste (3/3)
 - Exercise animals (3/3)
 - Water animals according to maintenance requirements (3/3)
 - Feed animals (food prep & maintenance requirements) (3/3)
 - Cleans animals (post-surgical/dental, debilitated patients) (3/3)
 - Provide care and maintenance of nursing equipment (3/3)
 - Hospital cleaners/disinfectants (3/3)
- 8. Principles of Pharmacology**
- Legal issues involving drugs in the workplace (2/3)
 - Types and groups of drugs and proper terminology (2.5/3)
 - Differentiate prescription drugs from over-the-counter drugs and proper prescription label requirements (2.5/3)
 - Store, safely handle, and dispose of biological/therapeutic agents, pesticides, and hazardous waste (2.5/2.5)
 - Restock over-the-counter pharmaceuticals (2.5/2.5)
 - Reconstitute vaccines and know proper protocols (2/2.5)
 - Appropriate routes and methods of drug and vaccine administration (2/2.5)
 - Recognize and report adverse drug reactions (2.5/3)
- 9. Legal, Ethical, and Safety Issues**
- Understand Veterinary Practice Act (3/3)
 - Roles and responsibilities of the veterinary care team
 - Vet/client/patient relationship
 - Drug Enforcement Act
 - Drug classification
 - Ethical standards
 - American Animal Hospital's OSHA Compliance and Safety Guide for Veterinary Practices (3/3)
 - OSHA regulations & Hazardous waste handling/disposal
 - Material Safety Data Sheets
 - Personal Protective Equipment (PPE)
 - Safety symbols
 - Blood borne pathogens

-
- Patient and personnel safety measures
 - Basic normal and abnormal animal behavior (3/3)
 - Identify potential Zoonotic diseases (3/3)
 - Isolation procedures (3/3)
 - Basic sanitation (3/3)



Sample Questions

- _____ 1. How should a veterinary assistant answer the telephone?
 - a. "How can I help you?"
 - b. "Joe's Vet Clinic, how may I help you?"
 - c. "What is your emergency?"
 - d. "What is your animal's main symptom?"

- _____ 2. What is the most appropriate place to record an appointment?
 - a. software scheduling book
 - b. desk calendar
 - c. treatment board
 - d. prescription pad

- _____ 3. What is required prescription knowledge for the owner upon discharge of the patient?
 - a. how long the patient needs to take the medication
 - b. generic drug substitutes for the written prescription
 - c. a list of abbreviations used in the prescription
 - d. the manufacturer of the medication

- _____ 4. When speaking to an owner, the veterinary assistant should:
 - a. listen to the owner while performing other duties.
 - b. try to avoid eye contact with the owner.
 - c. speak slowly and confidently.
 - d. use medical terminology.

- _____ 5. Which type of filing system requires the veterinary assistant to put records in order by owners' last names?
 - a. alphabetical
 - b. chronologic
 - c. structured
 - d. regional

-
- _____ 6. What is a task of the veterinary assistant?
- a. administer vaccinations
 - b. diagnosis conditions
 - c. perform venipuncture
 - d. trim nails
- _____ 7. Organ tissue samples should be prepared for:
- a. proper disposal.
 - b. mailing or sending to an outside lab.
 - c. future surgical procedures.
 - d. the owner to take home.
- _____ 8. The amount of food fed to a hospitalized animal is determined by the:
- a. breed of the animal.
 - b. veterinarian.
 - c. owner.
 - d. package label.
- _____ 9. Kennel cages should be cleaned with:
- a. bleach.
 - b. disinfectant.
 - c. soap and water.
 - d. vinegar.
- _____ 10. What is included with therapeutic bathing?
- a. cleaning the ears
 - b. updating vaccinations
 - c. sedating the animal
 - d. applying tick protection

Sample Questions – Answer Key

 B

1. How should a veterinary assistant answer the telephone?

- a. “How can I help you?”
- b. “Joe’s Vet Clinic, how may I help you?”
- c. “What is your emergency?”
- d. “What is your animal’s main symptom?”

 A

2. What is the most appropriate place to record an appointment?

- a. software scheduling book
- b. desk calendar
- c. treatment board
- d. prescription pad

 A

3. What is required prescription knowledge for the owner upon discharge of the patient?

- a. how long the patient needs to take the medication
- b. generic drug substitutes for the written prescription
- c. a list of abbreviations used in the prescription
- d. the manufacturer of the medication

 C

4. When speaking to an owner, the veterinary assistant should:

- a. listen to the owner while performing other duties.
- b. try to avoid eye contact with the owner.
- c. speak slowly and confidently.
- d. use medical terminology.

 A

5. Which type of filing system requires the veterinary assistant to put records in order by owners’ last names?

- a. alphabetical
- b. chronologic
- c. structured
- d. regional

D

6. What is a task of the veterinary assistant?

- a. administer vaccinations
- b. diagnosis conditions
- c. perform venipuncture
- d. trim nails

B

7. Organ tissue samples should be prepared for:

- a. proper disposal.
- b. mailing or sending to an outside lab.
- c. future surgical procedures.
- d. the owner to take home.

B

8. The amount of food fed to a hospitalized animal is determined by the:

- a. breed of the animal.
- b. veterinarian.
- c. owner.
- d. package label.

B

9. Kennel cages should be cleaned with:

- a. bleach.
- b. disinfectant.
- c. soap and water.
- d. vinegar.

A

10. What is included with therapeutic bathing?

- a. cleaning the ears
- b. updating vaccinations
- c. sedating the animal
- d. applying tick protection

Abbreviations, Symbols and Acronyms

The following is a list of abbreviations, symbols, and acronyms used in the OVMA Veterinary Assistant blueprint and within the assessment:

%	Percent
°	Degree
CPR	Cardiopulmonary resuscitation
CTTC	CareerTech Testing Center
DMSO	Dimethyl sulfoxide
F	Fahrenheit
HIPAA	Health Insurance Portability & Accountability Act
IV	Intravenous
OSHA	Occupational Safety & Health Administration
OVMA	Oklahoma Veterinary Medical Association
pcv	Packed Cell Volume
PPE	Personal Protective Equipment

OVMA Veterinary Assistant Certification Skills List

I. Office and Hospital Procedures			DATE	SIGN OFF
A	Front Desk			
	1	Greet Clients		
	2	Demonstrate proper Appointment Scheduling and make appointments		
	3	Prepare appropriate forms and certificates for signature		
	4	Admit patient		
	5	Perform basic filing and retrieving of medical records		
	6	Perform basic veterinary medical record keeping procedures		
	7	Demonstrate elementary computer skills		
	8	Utilize basic medical terminology and abbreviations		
	9	Perform basic invoicing, billing, and payment on account procedures		
B	Telephone			
	1	Answer and direct phone calls		
	2	Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel		
	3	Request records and information from other veterinary facilities		
C	Maintain basic cleanliness and orderliness of a veterinary facility			
	1	Inventory supplies		
	2	Restock Shelves		
	3	Maintain x-ray, surgery, and laboratory logs		
	4	Perform basic filing and retrieving of medical records, radiographs, lab reports, etc..		
	5	Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels and bedding, examination rooms, hospital facilities, and surgical suites.		
II. Communication and Client Relations			DATE	SIGN OFF
A	Develop effective Client Communication skills			
B	Write Business Letters and professional electronic communication with clients			
C	Understand ethical conduct in relationship to the day to day operations of a vet hospital			
D	Describe the roles and responsibilities of each member of the veterinary health team and the important part that each plays in the delivery of excellent care.			
E	Professional Conduct			
	1	Understand the human-animal bond		
	2	Demonstrate professional and appropriate appearance and language in the workplace		
	3	Demonstrate appropriate use of electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, etc.		

OVMA Veterinary Assistant Certification Skills List

III. Pharmacy and Pharmacology			DATE	SIGN OFF
A	Legal Issues			
	1	Recognize legal issues involving drugs in the workplace		
	2	Recognize general types and groups of drugs and demonstrate proper terminology		
	3	Differentiate prescription drugs from over-the-counter drugs and describe proper prescription label requirements		
B	Filling medications and inventory control			
	1	Label and package dispensed drugs correctly		
	2	Store, safely handle and dispose of biological and therapeutic agents, pesticides, and hazardous waste		
	3	Perform inventory control procedures including restocking supplies and checking expiration dates		
C	Vaccinations			
	1	Reconstitute vaccines and be familiar with proper protocols		
	2	Describe possible routes and methods of drug and vaccine administration that the veterinarian or veterinary technician may choose and demonstrate appropriate small animal restraint for such protocols.		
IV. Exam Room Procedures			DATE	SIGN OFF
A	Restrain Patients			
	1	Small Animals		
		a. Place and remove small animals from cages		
		b. Place and restrain small animals on tables and floors		
		c. Apply dog and cat safety muzzle		
		d. Apply Elizabethan collar		
		e. Apply restraint pole		
		f. Demonstrate standing, sitting and lateral, sternal and dorsal restraint positions		
		g. Recognize when to alter normal restraint for compromised patients in the exam room (i.e. Ringworm, Contagious diseases, Ectoparasite infestation) and describe appropriate action or personnel to notify		
	2	Restrain Birds, Rabbits, Pocket pets, and Exotics (optional)		
	3	Large Animals (optional)		
		a. Halter, tie, and lead horses		
		b. Restrain cattle & horses		
		c. Apply twitch		
		d. Apply nose tongs/leads		
		e. Restraint of sheep & swine		
		f. Load large animals		

OVMA Veterinary Assistant Certification Skills List

B	Basic Procedures			
	1	Determine and record temperature, pulse, respiration, body condition, and weight of patients		
	2	Trim nails (Required: Cats and Dogs. Optional Birds and Exotics)		
	3	Express anal sacs using the external method		
	4	Recognize AKC dog breeds and CFA cat breeds		
	5	Be able to properly identify the gender of small animal species, particularly felines		
	6	Perform exam room grooming: i.e. trimming nails, external ear canal cleaning, etc.		
	7	Be familiar with small animal nutritional requirements, pet food labeling standards, dry matter basis calculations, and the differences between pet food products		
	8	Apply ear medication		
	9	Apply eye medication		
	10	Take an accurate history and report chief complaint		
V. Small Animal Nursing (Large Animal Nursing--Optional)			DATE	SIGN OFF
A	Safety Concerns			
	1	Demonstrate knowledge of basic normal and abnormal animal behavior		
	2	Utilize patient & personnel safety measures		
	3	Identify potential Zoonotic diseases		
	4	Describe isolation procedures		
	5	Describe hazardous waste disposal		
	6	Describe basic sanitation		
	7	Be familiar with OSHA standards		
B	Animal Care			
	1	Provide routine record-keeping, and observation of hospitalized patients, i.e. stress importance of notations made when cleaning and feeding		
	2	Demonstrate a basic understanding of small animal anatomy, common diseases, medical conditions		
	3	Monitor/restrain patients for fluid therapy and record observations		
	4	Perform hand pilling (dog, cat)		
	5	Demonstrate understanding of treatment plan		
	6	Apply & remove bandages to healthy animals - (equine leg/tail wraps-optional)		
	7	Perform therapeutic bathing, basic grooming, and dipping of small animals		
	8	Clean external ear canals		
	9	Prepare food & prescription diets - be aware of any special dietary needs		
	10	Clean & disinfect cages and kennels (stalls-optional)		
	11	Provide care & maintenance of nursing equipment		
	12	Demonstrate an understanding of the euthanasia and post mortem care		
	13	Capillary refill time and normal mucous membrane evaluation		

OVMA Veterinary Assistant Certification Skills List

VI. Surgical Preparation and Assisting		DATE	SIGN OFF
A	Assist in performing surgical preparations		
1	Prepare surgical equipment/supplies		
2	Sterilize instruments & supplies using appropriate methods		
3	Operate and maintain autoclaves		
4	Identify common instruments suture materials		
5	Identify common suture materials, types and sizes		
6	Assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique		
7	Assist with positioning of surgical patients		
8	Aid the veterinarian and/or Veterinary technician with physical monitoring of recovering surgical patients		
9	Maintain the Surgical Log		
B	Facility and Equipment Cleanliness		
1	Maintain proper operating room conduct and asepsis		
2	Perform post-surgical clean up		
3	Fold surgical gowns and drapes		
4	Maintain operating room sanitation and care		
C	Have knowledge of:		
1	Surgical equipment		
2	Surgical room and prep area		
3	Instrument cleaning and care		
4	Proper disposal of hazardous medical wastes		
VII. Laboratory Procedures		DATE	SIGN OFF
A	Assistance in the laboratory		
1	Collect voided urine samples		
2	Determine physical properties of urine including color and clarity		
3	Assist in the collection of blood samples for procedures		
4	Identify common blood tubes used in veterinary medicine		
5	Collect voided fecal samples for examination		
6	Prepare fecal flotation solutions and set up fecal flotation's and direct smears		
7	Assist the DVM or veterinary technician in necropsy procedures		
8	Explain how to handle rabies suspects & samples safely		
9	Handle disposal of deceased animals		
10	Identify external parasites: mites, lice, fleas, and ticks		
11	Assist In the preparation of various specimen staining techniques		

OVMA Veterinary Assistant Certification Skills List

B	Laboratory Record Keeping			
	1	Ensure all laboratory results are accurately recorded		
	2	Stock laboratory supplies		
	3	File laboratory reports		
	4	Maintain laboratory log		
VIII. Radiology & ultrasound imaging			DATE	SIGN OFF
A	Follow recommended safety measures			
B	Assist the veterinarian and/or the veterinary technician in the completion of diagnostic radiographs and ultrasound including the restraint, preparation and positioning of patients			
C	Maintain quality control			
D	Label, file, and store film and radiographs			
E	Properly care for radiographic equipment			
F	Care and maintenance of film cassettes and screens			
G	Know safety techniques for handling processing chemicals			
H	Process diagnostic radiographs using:			
	1	Manual dipping tank processing OR		
	2	an Automatic Processor OR		
	3	Digital processing		
I	Maintain X-Ray log			